

BY ORDER OF THE COMMANDER



SAFB INSTRUCTION 32-1024

6 June 2001
Civil Engineers

FACILITY MANAGER PROGRAM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

★NOTICE: This publication is available digitally on the **SAFB WWW** site and can be accessed at: <http://webi.sheppard.af.mil.safbpubs>. If you lack access, contact the OPR or Base Publications Manager.

OPR: 82 CES/CEO(TSgt William L. Buckley)
Supersedes SAFBI 32-1024, 5 Apr 96

Certified by: 82 CES/CEO(Maj Robert E. Yates)
Pages: 8/Distribution: F
HQ AETC/CEOG

This instruction implements AFD 32-10, **Installations and Facilities**, and establishes procedures and responsibilities for the effective management of facilities on Sheppard AFB. It applies to all real property facilities on the installation **except** Military Family Housing quarters. It applies to all organizations located on Sheppard AFB including tenants, but it does not apply to any geographically separated unit. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, **Records Disposition Schedule** (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This revision updates unit designations and changes the office of primary responsibility (OPR) to 82 CES/CEO. Sections have been changed from numbers to letters and renumbered. A "★" indicates changes from the previous edition.

Section A -- Responsibilities

1. Base Civil Engineer (82d Civil Engineer Squadron):

1.1. Is responsible for the accomplishment of repair, maintenance, renovation, and construction of real property facilities.

1.2. Has overall responsibility for all real property on Sheppard AFB.

2. Operations Flight is responsible for maintenance, repair, service contracts, and minor construction by in-service forces.

3. Engineering Flight is responsible for maintenance, repair, and major/minor construction by contracted forces.

4. Area Maintenance Unit (AMU):

- 4.1. Is responsible for receipt and tracking of work requirements identified by users of base facilities until accomplishment by in-service forces or determination of contract accomplishment.
- 4.2. Primary point of contact for civil engineer information.
- 4.3. Maintains current list of facility managers.
- 4.4. Responsible for overall training of facility managers and coordination with base agencies providing additional presentations.

5. Unit Commanders:

- 5.1. Appoint and supervise facility managers.
- 5.2. Ensure reimbursement occurs in cases of substantiated abuse.
- 5.3. Ensure applicable precautions are taken to prevent damage to their facilities due to expected inclement weather.

★6. Facility Managers

- ★6.1. Will ensure that facilities are maintained in good order and nonessential or unapproved modifications do not occur within the facilities under their control.
- 6.2. Will ensure that maintenance, repair, renovation, and construction requirements are submitted to the AMU in a timely manner.
- 6.3. Is responsible for maintaining records of all work identified/requested to the AMU for maintenance, repair, or modifications to their facilities. (See para 5.1.)
- ★6.4. Will procure with unit funds snow shovels and de-icer to clear snow/ice from sidewalks, fire hydrants, hose reel houses, building entrances, and loading/ramp areas per SAFBI 32-1001, *Snow and Ice Control*.
- ★6.5. Notify the Civil Engineer Energy Management Control System (EMCS) office at 6-2124 of significant changes in normal operating hours if your facility's heating and air-conditioning systems is not equipped with user-adjustable thermostats.

★6.6. Attend facility manager fire prevention training annually. This training will be conducted at the base fire department on a monthly basis. Training shall include, but not limited to, fire prevention procedures, fire extinguisher (inspection), maintaining fire prevention folder, processing AF Forms 1487, **Fire Prevention Visit Report**, AF Forms 332, **Civil Engineer Work Request**, fire evacuation plan, daily walk-thru inspections, and proper inspection procedures for life safety devices.

Section B -- Procedures

★7. **Appointment of Facility Managers.** Each unit commander will appoint primary and alternate facility managers, in writing, for each of the facilities under their control. The commander shall ensure that assigned personnel have a minimum of 18 months retainability at the date of appointment. Commanders will forward letters of appointment to the appointees and 82 CES/CEOH. Include in the letter of appointment each individual's name, organization, duty section, e-mail address, duty phone, home phone number, date of appointment, and name and number of the facility assigned. The Facility Maintenance Programmer will update the list of facility managers upon receipt of the letters of appointment and forward the letters to the AMU where they will be maintained on file. The Facility Maintenance Programmer will provide a roster of current facility managers to 82 CES/CEF, 82 SFS/SFO, and Command Post frequently.

★8. **Training of Facility Managers.** Training will be conducted upon appointment of new facility managers. Training will be scheduled by the AMU. The AMU will notify trainees of scheduled times within 14 days of receipt of the letters of appointment. Training will be conducted by AMU with inputs or presentations by the Energy Management Control System, Fire Department, and Security Forces. If not notified of scheduled training within 30 days of appointment, new facility managers should call their AMU to verify scheduled training. AMU Customer Service personnel will contact facility managers via e-mail semiannually with refresher training information. Seasonal contact will also be made to pass on policy or procedure reminders or updates.

★9. **Work Requirements.** Requirements can be submitted by two methods--telephone or written. If you are unsure of which route to use, call your AMU service call personnel for assistance.

9.1. Telephonic requests for work includes, but are not limited to, emergency requirements, such as utility failure and life-threatening situations, or minor maintenance and repair items, (i.e., leaky faucets and defective light switches). These can be called in during duty hours to your AMU and after duty hours at the service call desk (ext. 6-2124) and classified into a category (i.e., emergency, urgent, or routine).

★9.2. Written requests for work can be all categories of work, including minor or major maintenance, repair, renovation, or construction projects. Examples of these are construction of a new room, renovation of a command section, or repainting the interior of a facility. These will be submitted on AF Form 332, **Base Civil Engineer Work Request**. Group commanders must coordinate on AF Forms 332 requiring site approval. For major construction, relocation, renovation projects, or self-help work, AF Forms 332 must be coordinated through 82 SFS/SFOSS, 82 TRW/SEG, and 82 CES/CEF. Written requests will be submitted in accordance with directions herein and on the reverse side of AF Forms 332.

9.3. AF Forms 332 will be coordinated through appropriate facility managers and with group work order monitors. The work orders should be prioritized by group monitors and their respective commanders. Civil Engineers will schedule actions as a result of the various group priorities. Civil Engineers will contact group monitors and hold formal work request review boards quarterly to maintain group work order priorities.

10. Records. Each Facility Manager will maintain records using the binder provided or in binders with tabs identified, which contain the following:

10.1. **TAB A:** Letter of Appointment. File the letter of appointment for the primary and alternate facility managers here.

10.2. **TAB B:** SAFBI 32-1024, *Facility Manager Program*. File a copy of this instruction and all applicable changes here.

10.3. **TAB C:** Listing of important offices and phone numbers. The most important offices are listed below:

10.3.1. Service Call

10.3.2. Area Maintenance Unit (AMU)

10.3.3. Maintenance Engineering for trash/cleaning items, refuse collection and grounds maintenance)

10.3.4. Fire Department (routine services)

10.3.5. 82 SFS Desk Sergeant (for emergencies)

10.3.6. Hospital Emergency Room

4.4. **TAB D:** Record of Maintenance. Keep maintenance records in a log format, or computer database, here. The log format contains, as a minimum, the date and time of request, description

of work required, and work order number given by 82 CES. Suggested forms for these logs are: AF Form 1081, **BCE Work Request/Work Order Register**, for work submitted on AF Forms 332; and AF Forms 637, **BCE Work Order Log**, for all telephonic requests. Purge completed items at least semiannually.

10.5. **TAB E:** File copies of AF Forms 332 here. Suggest filing the customer copy without 82 CES work order number in the back of this tab and the status copy that 82 CES returns with work order number in numerical order.

10.6. **TAB F:** File manager's record of periodic facility inspections here. **Note:** Records of any inspections done by other base agencies (Fire Department, Wing Safety, etc.) should be recorded under this tab. Any general-purpose form can be used to record facility inspections. When records are not kept under this tab, a memo for record must be prepared stating where the records are kept, and filed here in their place.

10.7. **TAB G:** Key Control Log, or Computer Database, or memo if kept in a separate location.

10.8. **TAB H:** File all other documents that pertain to facility management issued by 82 CES or the manager's organization here. This section can be blank if no documentation has been issued by 82 CES.

★11. Facility Inspection. Periodic inspections of facilities are a necessary part of maintaining each facility in a fully operable condition. The AMU Foreman will conduct a facility survey at intervals required by civil engineer directives. The Fire Department, 82 TRW Safety, and 82d Medical Group Bioenvironmental personnel conduct periodic inspections to ensure fire protection, safety, and health requirements are met. The Facility Manager or alternate will be notified and is required to accompany inspectors for all inspections. He or she should provide a list of all known deficiencies pertaining to the type of inspection to the inspector to help make the visit comprehensive and productive. In addition to these, the Facility Manager or alternate will conduct periodic inspections of the assigned facility:

11.1. For standard type buildings occupied on a regular basis, conduct the inspection monthly.

11.2. For facilities, such as concrete pads or parade fields, conduct the inspection on a quarterly basis.

11.3. The inspector should look for items, such as leaking toilets or sinks, walls requiring painting, or other items obviously in need of maintenance or repair. They should also ensure exterior doors close properly. Any items noted will be submitted to the AMU.

★12. Fire Prevention

★12.1. Maintain facility fire prevention information in a central location.

- ★12.2. Accompany the fire prevention technician during prevention visits.
- ★12.3. Begin corrective actions as annotated on the AF Form 1487, **Fire Prevention Visit Report**. Ensure the AF Form 1487 reverse side, indicating actions taken, signed by the functional manager and he or she has been briefed on discrepancies and corrective action being recommended, is returned to the fire prevention section by the suspense date.
- ★12.4. Work with the fire prevention technician and take a pro-active role toward avoiding fire hazards and deficiencies.
- ★12.5. Coordinate all AF Forms 332 with the fire department.
- ★12.6. Process flammable storage and corrosive storage locker requests which require the following: SAFB Form 202, **Hazardous Materials Inventory**, to include a building diagram with storage area identified, and processed through Fire Prevention Section. Submit SAFB Form 202 to 82 CES/CEF, along with a floor diagram, showing the location of flammable/combustible liquids within their facility.
- ★12.7. Develop and post fire evacuation plans (exit plans) in areas and buildings where exits are not readily apparent. These buildings include structures with complicated interior arrangements and hotel/motel type occupancies.
- ★12.8. Inspect fire extinguishers daily and record the inspection monthly on the fire extinguisher inspection form provided by the Fire Prevention Section. Report non-compliant fire extinguishers to fire prevention office at 6-2104.
- ★12.9. Conduct a walk-through inspection of the facility each day, or prior to shift change. During inspection look for:
 - ★12.9.1. Hazardous processes underway without proper safety precautions in place.
 - ★12.9.2. All exit passageways and stairwells are free of obstructions.
 - ★12.9.3. All unnecessary appliances are unplugged.
 - ★12.9.4. All flammable, combustible and corrosive materials are in their proper storage areas.
 - ★12.9.5. All exit lights are properly illuminated.
 - ★12.9.6. All fire detection/suppression devices are in good repair (no physical damage), smoke detectors are physically checked for operation on a quarterly basis and all data is maintained for each smoke detector. Facility Manager shall report any maliciously damaged smoke detector to

Security Forces operations, for appropriate action and contact Civil Engineer AMU Customer Service to obtain a work order for repairs.

★12.9.7. Facility managers for permanent party, temporary base lodging, and student dormitories will ensure testing of each sleeping room smoke detectors **quarterly**. Annotate testing and any discrepancies (if deliberate damage is suspected, report the incident to Security Forces) will be logged, and tracked until completed.

★12.9.8. Ensure every telephone has a 9-1-1 emergency reporting sticker affixed. This emergency number is the official number for security forces, medical, and fire responses.

13. SMART Team (Scheduled Maintenance and Repair Team). The SMART team is a multi-craft repair team designed to perform routine maintenance on a rotating schedule. This will reduce routine service calls and provide continuous customer feedback. Your SMART team visit will be scheduled by your AMU. Once scheduled, the Facility Manager will accompany the SMART supervisor on a walk-through of your facility to identify discrepancies for repair.

14. Energy Conservation. Energy conservation is vital to the effective use of resources and is covered under three areas: heating and air conditioning, use of electricity, and water consumption.

14.1. Heating and Air Conditioning. For those administrative or training facilities with user-adjustable thermostats, the thermostats will be set at 78 degrees while air conditioning systems are in use and 68 degrees when the heating system is in use. Heating and/or air conditioning systems will be appropriately set back during non-duty hours. The installation commander's policy letter on temperature settings in base facilities will detail temperature expectations in other types of facilities.

14.2. Electricity. Ensure lights are turned off when not in use. Ensure that any equipment not in use is turned off. Facilities with emergency power systems will schedule test and training for operation through the Civil Engineer Infrastructure Section.

14.3. Water. Shut off water when not in use. Watch for leaky faucets and turn in a work request when one is found. Ensure grounds watering follows published guidance and does not saturate the ground to the point of runoff.

★14.4. Protection from Freeze Damage. In the event of expected temperatures below 20 degrees Fahrenheit, all facility managers should take precautions to protect their facilities. The precautions are listed below:

14.4.1 Ensure that all doors and windows are closed.

★14.4.2. Ensure all heating systems are operating and thermostats are set at or above, when authorized, 68 degrees.

14.4.3. Remove several panels from dropped ceilings in each room so equipped, leave cabinet doors open on exterior walls if there are water lines in them, and leave faucets running with a small, steady stream.

★14.4.4. Remove all water hoses from exterior faucets and drain the exterior fittings.

14.4.5. Ensure all unattended areas of a facility are monitored at least once a day. Notify the AMU during normal working hours or civil engineer service during non-duty hours (extension 6-2124), immediately at the first sign of trouble.

★15. **Physical Security.** Facility managers will:

15.1. Ensure their names and telephone numbers are up-to-date. A listing will be provided to the Fire Department and Security Forces for contact in emergency situations.

15.2. Ensure all doors and windows are secured at the end of the facility's normal duty day.

15.3. Post facility fire plan in prominent locations throughout the building.

★15.4. Ensure compliance with base security directives. The 82 SFS/SFOSS, phone 6-7616, will conduct resource protection surveys of facilities upon request.

16. Key Control. To ensure control of facility keys, some limits must be set on their duplication and issuance. Facility master keys will be issued only to the facility managers and commander-designated personnel. The Facility Manager will issue keys for entry to buildings and for individual rooms. Keys will be replaced on a limited basis, after justification is made to the Civil Engineer Squadron by the Facility Manager, in writing, on AF Form 332. The Facility Manager must maintain a log, or database, of all assigned keys. The log must include the key recipient's name and signature. Local controls must be established by commanders to ensure keys are returned to facility managers before a key recipient permanently leaves an organization. A statement of charges will be accomplished in all cases of negligence; (i.e., loss of key or failure to return a key upon permanent change of assignment or station).

17. Forms Prescribed. AF Form 332, **Civil Engineer Work Request**; AF Form 1081, **BCE Work Request/Work Order Register**; AF Form 637, **BCE Work Order Log**, AF Form 1487, **Fire Prevention Visit Report**, SAFB Form 202, **Hazardous Materials Inventory**.

JOE F. HARRISON, Colonel, USAF
Vice Commander